

OAKFIELD TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
November 10, 2016

**CALL TO ORDER:**

A regular meeting of the Oakfield Township Board of Trustees held November 10, 2016 at 10300 14 Mile Road, Rockford, MI., was called to order at 7:30 PM.

**Present were:** Greg Dean, Roger Mason, Larry Parker, Bryan Porter, Ken Rittersdorf, Chad Sowerby and Linda VanHouten

**Absent:** none

**APPROVAL OF MINUTES:**

Motion to approve regular meeting minutes for October 11, 2016 offered by Rittersdorf second by Sowerby approved per a roll call vote 6-0 (Porter abstained due to prior absence).

**FINANCIAL REPORTS:**

Motion to approve the report of fund balances for October 2016 as presented offered by Sowerby second by Rittersdorf was approved per a roll call vote 7-0

Motion to transfer funds from the Capital Fund to the General Fire Dept. New Equipment – \$1,456.83 Safety Vest, Accountability System, Pump heater, offered by Sowerby second by Rittersdorf approved per a roll call vote 7-0

Motion to transfer funds from the Capital Fund to the General - Roads – \$3,938.28 Lapple Engineering, offered by Parker second by Sowerby approved per a roll call vote 7-0

Motion to approve General Fund expenditures for the month of October 2016 in the amount of \$59,531.82 offered by Porter second by Sowerby was approved per a roll call vote 7-0

Motion to approve Sewer Fund expenditures for the month of October 2016 in the amount of \$1,255.70 offered by Sowerby second by Parker was approved per a roll call vote 7-0

**COMMITTEE REPORTS:**

**Fire Department:**

- 23 Runs for October
- Monthly Training: Carbon Monoxide Emergencies, Automobile extrication.
- Present Terry Scott for hire to Oakfield Fire Department. Chief Peterson stated Scott was with Cannon Twp Fire Dept for 26 years and comes highly recommended.  
Motion to hire Terry Scott to Oakfield Twp Fire Dept offered by Sowerby second by Porter was approved per a roll call vote 7-0
- Report on File

**PCI Report:** Report on file

**Planning Commission:** No meeting last month. Will have a meeting this month on Tuesday, November 15<sup>th</sup>, 7:30 PM at the Township Hall.

**Zoning Board of Appeals:** No meeting

**Zoning Administrator:** Report on file

**CORRESPONDENCE RECEIVED:**

- **Comcast Cable:** 2 letters received
- **Pete Macgregor:** Followed up on Parkers inquiry from October meeting as to why some checks we receive from State do not have information on them as to what they are for. Macgregor gave Parker the information and said they would try to put explanations on the checks in the future.

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- **Kent County Sheriff Dept – Quarterly Report:** Dean has on file if anyone wants to see.

**CITIZEN'S COMMENTS:** none

**OLD BUSINESS:**

- **Ashbaugh Property:** Had public hearing last month. It was declared a dangerous building. Will come before the board next month with paperwork to remove the trailer.
- **Lapley Paving Project:** Public meeting here last month went well. Official meeting will be on November 22 at the Kent County Road Commission.
- **AMAR Review:** Property Tax review. Marla sent in, waiting to hear from State.
- **Pay Checks:** There have been a few pay checks that are not getting cashed on time. Discussion. Try to get checks cashed before they are void since it does cause issues with the treasurer and clerk records.
- **Plumbing at Township Hall:** Dean still waiting for some information so he can contact H&H.

**NEW BUSINESS:**

- **2 Planning Commission openings & 1 Board opening on Planning Commission**  
Need to advertise for 2 new members. Will also need 1 board member to sit on Commission.  
Motion to appoint Roger Mason to the Planning Commission offered by Dean second by Sowerby approved per a roll call vote 6-0 (Mason abstained).
- **Cemetery Bid:** Received one bid for cemetery maintenance from O'Dowd. Dean mentioned we've never had a problem with O'Dowd in the past. Their bid was exact same amount as their price from last year.  
Motion to hire O'Dowd for Cemetery Maintenance for next summer offered by Dean second by Sowerby approved per a roll call vote 7-0
- **Election Report:** VanHouten offered information on the results of the general election held at the hall on Tuesday, November 8<sup>th</sup>. Successful election, great turnout, no issues.
- **Oaths of Office:** Given to all board members by VanHouten and to VanHouten by Dean.
- **Revenue Sharing:** Received \$77,880 which was up by \$2,589.
- **New Zoning Map:** Dean is contacting Progressive Engineering to print out new map.
- **Phone Surcharge:** Dean mentioned the proposal passed for the phone surcharge for the County. Will cost \$13.80 per phone per year.
- **Wabasis Shores:** Has 2 sewer systems, recently received a request from a person that has purchased a lot there and it is not perking even though it perked prior. He is requesting we let him add to the sewer system or else he would have to build a mound system. Dean will keep us informed.

**CITIZENS COMMENTS:** none

**BOARD COMMENTS:**

Parker inquired about the days the Twp offices will be shut down over New Year's. Not currently on calendar. Discussion.

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Motion for Twp offices to be closed on Friday, December 30<sup>th</sup>, 2016 and Monday, January 2<sup>nd</sup>, 2017 due to New Year's Holiday offered by Parker second by Sowerby approved per a roll call vote 7-0

Dean thanked Mason for serving on the Twp Board the past 12 years. Roger thanked the board for their support and said he is looking forward to being the Zoning Administrator and serving on the Planning Commission. He also welcomed the new board member, Pamela Riker.

Rittersdorf mentioned Denny Heffron had called him and said he is putting a meeting together for something to do with agriculture in Kent County. Not sure on the details, plans on going to the meeting, will keep us informed.

**ADJOURNMENT:** There being no further business, the meeting adjourned at 8:18 PM offered by Sowerby second by Parker approved per a voice call vote.

Linda L. VanHouten  
Oakfield Township Clerk